Serial No. 1051

LEDGER MASTER

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J & L SOFTWARE

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TABLE OF CONTENTS

	Page
INTRODUCTION	1
CREATING A LEDGER	4
MAIN MENU	7
UPDATE/EDIT ACCOUNTS	8
UPDATE/EDIT TRANSACTIONS	11
PRINT ACCOUNTS	15
PRINT TRANSACTIONS	16
POSTING TRANSACTIONS	17
BALANCE SHEET	18
INCOME STATEMENT	19
BACK UP DISK FILES	20
DISPLAY FUNCTION KEY USAGE	21

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INTRODUCTION

LEDGER MASTER is a General Ledger program that will allow you to set up your Company's bookkeeping system on the Commodore 64. This manual will serve as a guide throughout the various stages of creating the ledger through maintaining the ledger on a day-to-day basis.

LEDGER MASTER is a "menu-driven" program. It leads you step-by-step through the different phases of maintaining your ledger. For the most part the only requirement at each step is a definition of the various options available for selection and a fundamental knowledge of bookkeeping.

LEDGER MASTER allows you to set up a series of four-digit account numbers in keeping with the generally accepted accounting procedures. Once the accounts are created and their initial values are set, LEDGER MASTER provides the computing facilities to enter transactions to these accounts in a double-entry fashion. In other words, each transaction consists of a credit and debit of equal value. At the end of the transaction the ledger is balanced. LEDGER MASTER is designed so that you cannot leave the transaction entry portion of the program unless the transaction has been balanced.

LEDGER MASTER has three main features: account entry and maintenance; transaction entry and maintenance; and account reporting. The account reporting feature allows you to produce a Balance Sheet, Income Statement (Profit and Loss), a detailed printout of your account, and a list of the transactions to those accounts.

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LEDGER MASTER also depends on a periodic posting procedure. This is done only once during the accounting period (i.e., the end of the month). The posting serves two purposes. The first is based on traditional accounting and allows the books to show the status of your business on a periodic basis. The second is related to the practical methodology of computing and provides a printout of your transactions for the period and also frees disk memory for the next accounting period transactions.

CAUTION

The data you keep on the diskettes is vital to the life and well being of your business. Handle them with care. Diskettes are somewhat fragile and data can be lost through improper use.

DON'T

- touch the exposed surface
- bend
- write with pencil or a ball point pen - use a felt-tip pen lightly
- turn on or turn off disk drive with diskette in place

AVOID

- extreme temperatures
- magnetic fields

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DO

BACK UP YOUR LEDGER PERIODICALLY. LEDGER MASTER provides the capability to back up all of its associated data files to another diskette. This implies that you have two disk drives. If you do not have two disk drives, you can back up to the same diskette, however, this is not a viable data security scheme.

The frequency with which you create back-ups of your ledger depends entirely on how many transactions you are willing to re-enter.

LEDGER MASTER is written in the BASIC programming language. BASIC has a peculiarity that manifests itself in the form of long pauses during processing. It may stop displaying information to the screen or stop in the middle of disk read/write. This can be disconcerting as the program appears to have stopped executing. If the user is impatient, this could lead to the destruction of your ledger. DO NOT TURN YOUR COMPUTER OFF and DO NOT TOUCH THE RUN/STOP KEY. BASIC is only doing what is known in the computer-language as "garbage collecting" and no action on your part is required. Technically, BASIC is reclaiming portions of its memory that is filled with data that is no longer needed.

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CREATING A LEDGER

LEDGER MASTER consists of the following three files on the diskette provided for your use:

LEDGER MASTER
LM1
LM2

Each time you work with the ledger you must:

- Place the diskette in the drive

KEY - LOAD "LEDGER MASTER",8 <RETURN>

KEY - RUN <RETURN>

LEDGER MASTER will then present the menu:

[C]REATE NEW LEDGER
[E]XISTING LEDGER
ENTER SELECTION [ ]

The valid responses are:

C - if you wish to set up another ledger
E - if you wish to work with a ledger that has already been set up.

LEDGER MASTER allows the maintenance of more than one ledger on a diskette. However, if ledgers are large, it is advisable to keep only one ledger on each diskette.

To set up your ledger type C followed by the <RETURN> key. LEDGER MASTER will then prompt you for all of the information it requires. This includes:

LEDGER NAME - The name of this particular ledger
TODAY'S DATE - In the form APR 16 1983

NOTE

The comma is not allowed and is not accepted by this program.

After an entry is made to each of these prompts LEDGER MASTER then asks:

ARE ALL ENTRIES CORRECT?

The valid responses are:

Y - the program accepts this data and goes on to the next phase.
N - Any other response will cause the program to prompt for the information again.

After this phase is completed LEDGER MASTER sets up a system of data files on the diskette based on the LEDGER NAME.

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CAUTION

UNDER NO CIRCUMSTANCES SHOULD ANY OF THESE FILES BE DELETED.

To work with an existing ledger:

1. Place diskette containing ledger in disk drive

KEY 2. LOAD "LEDGER MASTER",8 <RETURN>

KEY 3. RUN <RETURN>

LEDGER MASTER will again display

[C] REATE NEW LEDGER
[E] XISTING LEDGER
ENTER SELECTION [ ]

From this point on your response should be E and the program will ask:

INPUT LEDGER NAME [ ]
INPUT TODAY'S DATE [ ]

Your response to the former is the name you gave the ledger when it was created and the latter is today's date. The program will go to the next step which is to display the MAIN MENU (the list of all options LEDGER MASTER provides).

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MAIN MENU

LEDGER MASTER pivots around the MAIN MENU. Each task performed is based on your selection of that task from the MAIN MENU. Much like selecting an item from a menu in a restaurant - based on the number of that item - hense, the name "menu." Each option in the MAIN MENU is preceded by a number. Select the option by keying the appropriate number followed by a <RETURN>. LEDGER MASTER will perform that option and then return to the menu. The MAIN MENU consists of:

[1] UPDATE/EDIT ACCOUNTS
[2] UPDATE/EDIT TRANSACTIONS
[3] PRINT ACCOUNTS
[4] PRINT TRANSACTIONS
[5] POST TRANSACTIONS
[6] INCOME STATEMENT
[7] BALANCE SHEET
[8] BACKUP DISK FILES
[9] DISPLAY FUNCTION KEY USAGE
[Q]UIT

ENTER SELECTION [ ]

The following sections outline each of the options found on the MAIN MENU.

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UPDATE/EDIT ACCOUNTS

This option allows you to add, delete, change, and maintain the ledger accounts. For each account the following information is required:

ACCOUNT NO. - A four-digit number. These can be any four digits, however the following is recommended:

1000-1499 - Current Assets
1500-1999 - Fixed Assets
2000-2499 - Current Liabilities
2500-2999 - Long Term Liabilities
3000-3999 - Capital
4000-4499 - Sales and Income
4500-4999 - Sales Returns & Allowances
5000-5999 - Cost of Sales
6000-9999 - Expense

ACCOUNT NAME - The name of a particular account (i.e., Accounts Receivable)

ACCOUNT TYPE - A two-digit character field. Each account must contain one of the following:

CA - Current Asset
FA - Fixed Asset
CL - Current Liability
LL - Long term Liability
CP - Capital
EX - Expense
IN - Income

PREVIOUS BALANCE - The balance at the end of the last posting period.

BALANCE - The balance as of the last transaction.

NOTE

Once the previous balance and current balance have been initialized (i.e., set to a value when the account was created) they should be left along. LEDGER MASTER updates the previous balance when transactions are posted at the end of the period (the balance will then be set to zero.

Once an account is entered it is stored in memory and can be reviewed and edited. Other accounts can be added until your ledger is completely defined.

At the bottom of the screen display a menu is provided to review and maintain your accounts. The options available with this menu are selected by keying the first letter of the option followed by <RETURN>. These options are as follows:

[A]DD - Allows you to add an account to the ledger.

[E]DIT - Allows you to edit the information in the account(s). Part of the edit feature is the availability to delete an account. To delete an account, type D as the first character of the Account No. Entry: (i.e., ACCOUNT NO. [D] will delete this account from the ledger).

[N]EXT - Will display the next account in sequence on the screen.

[P]REVIOUS - Will display the previous account to the screen.

[S]EARCH - Will cause the program to display
INPUT ACCOUNT #
Respond with the account number you wish displayed.

[M]AIN MENU - Causes the program to return to the MAIN MENU.

NOTE

Only at this time is the updated account information saved to the diskette.

Miscellaneous Notes:

1. You can enter accounts in any sequence you wish. To sort them in numerical order, key the Function Key #8 (F8).
2. Function Key #1 (F1) and Function Key #3 (F3) will cause the program to stop the ADD option without saving the account you were keying.
3. Function Key #1 (F1) and Function Key #3 (F3) will cause the program to leave the EDIT option and save the edited account.
4. On entering the UPDATE/EDIT ACCOUNT option, the first account in the List of Accounts is displayed to the screen. When an account is deleted, the next account in sequence will be displayed.

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UPDATE/EDIT TRANSACTIONS

This option provides the capability to enter and maintain day-to-day transactions of your accounts. LEDGER MASTER provides this capability in the form of documents. Each document can contain up to 12 transactions. A number of documents may be stored in any stage of completion at any time. This program also provides the capability to recall any unposted document for review and edit. Information can be changed on any document and the program will update the affected ledger accounts to maintain data integrity.

As each document is created, it is assigned a number (in sequence) starting with 1001. Each document prompts for the following:

DOCUMENT NAME - A name (or description) with which you wish to associate this group of transactions (optional).

TODAY'S DATE - Enter date. Keying <=> will cause the previously entered date to be entered in this field.

After entries are completed the program will enter the transaction portion of the display. The following information is required for each transaction:

DESCRIPTION - A description of this transaction.

CHECK # - The check number pertaining to this transaction.

DATE - Date of transaction (or date of check if you prefer).

ACCOUNT # - The four-digit number of the ledger account to which this transaction applies.

NOTE

If a non-existent account number is entered it is noted on the screen. When a valid account number is entered, the account name is displayed along with the current balance of that account.

AMOUNT - Enter the amount of this transaction

NOTE

1. When an amount is entered as a credit, a minus sign must precede it. All credits are entered as negative numbers (e.g., -12.26).
2. An account balance is displayed after each entry. A double entry accounting system requires that each debit is balanced by an equal credit, therefore you cannot exit the transaction entry until it is balanced.
3. Keying an < = > as an amount causes the program to enter the amount required to balance the transaction for the document.
4. To exit prior to completing the document, key F1 or F3.

The menu provided with this option is essentially the same menu as provided in the UPDATE/EDIT ACCOUNTS. The following options are selected by keying the first character of the option.

[A]DD - Allows you to add a document (create a new document).

[E]DIT - Allows you to edit the transactions of the current document.

NOTE

You cannot delete an entire document but you can delete a transaction from a document by entering VOID in any of its fields (both in the ADD and EDIT options).

[N]EXT - Will display the next document in sequence as the current document.

[P]REVIOUS - Will display the previous document as the current document.

[S]EARCH - Will cause the program to display

INPUT DOCUMENT # [ ]

Respond with the document number you wish to be displayed as the current document. If you respond with <RETURN> the program will then prompt you with the following:

INPUT CHECK # [ ]
INPUT DATE [ ]
INPUT ACCOUNT [ ]

You may bring up the next prompt in sequence by keying <RETURN> rather than the information requested. The program will search each document until it finds the first occurrence of that entry and display the document containing that entry as the current document.

[M]AIN MENU - Returns to the MAIN MENU.

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PRINT ACCOUNTS

LEDGER MASTER will print out the accounts to either the display or the line printer. Accounts may be sorted by account number or Company name. LEDGER MASTER will prompt you for the appropriate response. The accounts are listed in the same format as they appear in the UPDATE/EDIT ACCOUNTS option.

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PRINT TRANSACTIONS

LEDGER MASTER will print out your unposted transactions to either the screen or line printer. Transactions may be printed as entered or sorted by check number, date, or account number.

When any of the sorting options are selected, LEDGER MASTER will prompt for a range of values. This sorting and selection process is very useful. Among these are:

1. Print a Check Register - Sort by check number and select the range to include all the checks entered in this month's transactions.
2. Search for a Particular Check - Sort on checks and select the range to include only that check number.

The transactions are printed in the same format as they are displayed in the UPDATE/EDIT TRANSACTION option.

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POSTING TRANSACTIONS

During an accounting period (generally at the end of the month) you must post the current transactions to the ledger. This is done by selecting Option 5 from the MAIN MENU.

Before posting the transactions you should print out:

1. The transactions for that period.
2. All account transactions in LEDGER MASTER to make sure they are in balance.

CAUTION

DO NOT post until balances are verified. Once posting is done, the memory recycles and those documents are no longer available.

Be sure that your printouts are correct and what you require before answering LEDGER MASTER's final prompt in this option.

HAVE THE TRANSACTIONS PRINTED?

A Y response will cause this month's transactions to be added to the previous balance and become the year-to-date balance.

A N response will cause LEDGER MASTER to go to the MAIN MENU.

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BALANCE SHEET

This option allows you to print out the status of your business in terms of assets, capital, and liabilities. The program selects those accounts which have been designated as assets (account type CA for current assets and FA for fixed assets), capital (account type CP) and liabilities (account type CL for current liabilities and LL for long term liabilities).

The Balance Sheet can be printed either to the screen or to the printer.

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INCOME STATEMENT

This option allows you to print out the status of your business in terms of income (profit and loss). The program only prints out those accounts which you have designated as Income accounts (account type IN) and those you have designated as Expense accounts (account type EX).

The Income Statement can be printed to either the screen or the printer. The format of the report is that of the generally accepted Income Statement (profit and loss statement).

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BACK UP DISK FILES

You may back up all of the files associated with the accounts by selecting this option. You are prompted for the drive number. If you have only one disk drive, your response will be an 8. If you have two drives, and the second is number 9 (and it usually is), your response should be a 9.

Backing up files to the same diskette is not as secure as backing up your data to another diskette. In fact, each time you back up to a different Filename, you are using memory that could be available for your ledger accounts.

NOTE

Always use a Filename different than the ledger name for your backup file.

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DISPLAY FUNCTION KEY USAGE

This option causes the screen to display the use of each of the function keys (F1 through F8).